GOVERNMNT OF ANDHRA PRADESH
ABSTRACT

Establishment – Minorities Welfare Department - Permission to surrender Earned Leave for encashment during the financial year 2017-18 by Sri Abdul Razak, Assistant Section Officer and Sri M.Venkateswara Reddy, Assistant Section Officer, Minorities Welfare Department – Orders – Issued.

MINORITIES WELFARE (OP&BUDGET) DEPARTMENT

G.O.RT.No. 7 **Dated: 11-01-2018**

Read the following:

1. G.O.Ms.No.172, Fin.&Plg. (FW.FR.I) Dept., dt.01.07.1974.
2. G.O.Ms.No.221, Fin.&Plg. (FW.FR.I) Dept., dt.23.08.1974.
3. Circular Memo.No.14781-C/278/FR.I/2011, Finance (FR.I) Dept., dt.22.06.2014.
4. Application of Sri Abdul Razak, Assistant Section Officer, M.W. Dept., dt.14-12-2017
5. Application of Sri M.Venkateswara Reddy, Assistant Section Officer, M.W.Dept., dt.14-12-2017.

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In terms of the orders issued in the Govt. Order 1st read above, read with the Govt. Circular Memo 3rd read above, permission is accorded to Sri Abdul Razak, Assistant Section Officer and Sri M.Venkateswara Reddy, Assistant Section Officer Minorities Welfare Department as shown below to surrender 15 days of Earned Leave for encashment for the financial year 2017-18.

Name and Designation of the employee	Date of last surrendered	Earned Leave at Credit as on 01.07.2017	Leave now surrendered	Balance at credit after surrender
Sri Abdul Razak, Assistant Section Officer	16-12-2016 to 30-12-2016	164	16-12-2017 to 30-12-2017 (15) days	149
Sri M.Venkateswara Reddy, Assistant Section Officer	16-12-2016 to 30-12-2016	196	16-12-2017 to 30-12-2017 (15) days	181

2. It is certified that necessary entries are made in the Service Register of the above said Individuals.

3. The Drawing Officer & Asst. Secretary to Govt., M.W. Department is requested to draw and disburse the amount to the concerned as ordered in Para (1) above.

4.This order does not require the concurrence of Finance Department as per the rules/orders in vogue.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.USHA KUMARI
ADDITIONAL SECRETARY TO GOVERNMENT.

To
The Individuals concerned.
The Deputy Pay & Accounts Officer, A.P. Secretariat, Velagapudi.
Sc/sf.

// FORWARDED :: BY ORDER //

SECTION OFFICER